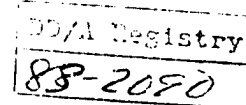




General Services Administration  
National Capital Region  
Washington, DC 20407



AUG 12 1993

45-4

Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Fitzwater:

The General Services Administration (GSA), National Capital Region has recently completed an internal study of our Non-Recurring Reimbursable accounts for performing tenant alterations in GSA-controlled buildings.

This study revealed that a large volume of our alteration business (4,262 orders in one year) was less than \$300 in value, was generally for minor work of a repetitive nature, e.g., installing electric outlets. The administrative costs for processing these individual orders were in many cases higher than the dollar value of the work.

We are sure that your agency's administrative processing costs are also high for these low dollar value reimbursable orders. Consequently, we are requesting that your agency wherever practicable refrain from submitting individual Reimbursable Work Authorizations, GSA Forms 2957, for alterations projects valued at less than \$300.

Instead we ask that your agency utilize our Reimbursable Work Authorization Open-end Agreements, commonly referred to as "Blanket Orders" or "F" account, which as an example might be for "Miscellaneous Electrical Work in the Pentagon Building". We suggest that the accounts are established for \$5,000 to \$10,000, although higher dollar values can be used.

Thereafter the agency requests specific work by placing a "call" against the blanket account. The "call" typically consists of a brief project description on signed official agency letterhead referencing the assigned "F" number of the account.

The account is closed out at the end of the fiscal year or when the open-end dollar limitation is reached if prior to the end of the fiscal year.

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Enclosed for your review are sample documents used to establish and place orders against such an account.

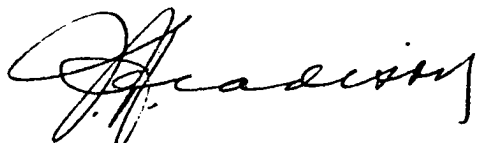
These accounts have been successfully used for years by many agencies in requesting minor alteration work from GSA. As noted, we are requesting your agency's use of these accounts for all alteration projects under \$300, and encouraging their use for all other alteration projects as appropriate--not to exceed \$1500 per "call".

I have directed that all GSA Buildings Managers in the National Capital Region meet with the appropriate contact for your agency in the immediate future to discuss the establishment of such accounts that will meet our mutual needs.

I am confident these accounts will improve our service in completing your alterations and will benefit both parties by reducing the administrative costs.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

A handwritten signature in dark ink, appearing to read 'W. F. Madison', with a stylized, cursive script.

WILLIAM F. MADISON  
Acting Regional Administrator

Enclosures